

ADMINISTRATIVE - INTERNAL USE ONLY

LOGISTICS

November 1972

STATINTEL

## GENERAL PERMIT PARKING AT THE HEADQUARTERS BUILDING AREA

1. The purpose of this notice is to advise that a new allocation of parking permits is to be made. To facilitate the orderly reassignment of parking permits to employees, distribution will be made to Directorates by 1 December 1972. The new parking permits, identifiable by a different colored background design, will not become valid until 2 January 1973. Permits presently in use must be used until 1 January 1973, but cannot be used after that date. (Visitors parking lot and shift permits will remain valid.)
2. Permits will be issued on the basis of the number of authorized positions in each Directorate. Since current personnel levels differ from those used previously (1968), Directorates may find it necessary to adjust the ratio of permits among their various components.
3. Concurrent with this reallocation, a new category of permits will be established. Effective 2 January 1973, a limited number of favorably located reserved space parking permits will be available for issue to car pools regularly consisting of three or more members. Applications for such permits will be initiated on a classified form prescribed by the Logistics Services Division, OL (LSD/OL). Each member of the proposed car pool will sign the application. One member will be designated the principal applicant and he will forward the application through his Directorate to LSD/OL. Approved permits for the car pool will be sent to the principal applicant through his Directorate. All car pool permits will be invalidated and reissued semiannually.

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4. Those who hold or will hold general parking permits are reminded that this type of permit authorizes parking in a designated area and not in a specific reserved space. Holders may park anywhere within the lane or on the road specified on their permit, except in those areas designated specifically as reserved spaces. If the holder of a general parking permit is unable to find a parking space in his assigned area prior to 1500 hours, he may not arbitrarily park in another area, but must park in the west parking lot. After 1500 hours, he may park in any space not reserved. Should the holder note that an unauthorized individual is parked within his assigned area, he should report the circumstances to the Security Duty Officer on extension  who will notify the United States Special Police.

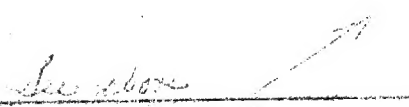
FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

/s/ Robert S. Wattles

for JOHN W. COFFEY  
Deputy Director  
for Support

DISTRIBUTION: ALL EMPLOYEES

Approval to publish:

  
John W. Coffey  
Deputy Director  
for Support

16 NOV 1972  
Date

*Support Chief*

## PROCEDURE FOR APPLICATION FOR CAR POOL RESERVED PARKING PERMITS

Applicants for a car pool reserved parking space permit should prepare a memorandum as per the attachment. The memorandum must carry a minimum of three signatures.

The request should be initialed by the Directorate Support Officer of one or more of the signatories and forwarded to the addressee. Upon receipt, Chief, Logistics Services Division, OL will assign the next unassigned car pool reserved parking space permit in the lot of their choice, (if available).

Two copies of the permit will be issued initially and additional copies up to a total of five may be obtained by written request from the car pool members to the C/LSD/OL.

Applicants for a car pool reserved parking space permit are reminded that such permits are issued for a limited time only and that new applications will be required for each renewal.

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 C-O-N-F-I-D-E-N-T-I-A-L  
 (When filled in)

MEMORANDUM FOR: Chief, Logistics Services Division, OL Rm 4E06  
 THROUGH : 1. Chief of Support  
 : 2. Special Support Assistant to The DD/S Rm 7D16  
 SUBJECT : Request for Car Pool Parking Permit

ILLEGIBLE

The undersigned have formed a car pool and hereby make application  
 for a car pool reserved parking permit in (North) (South) Parking Lot.

Name (Print or Type)	Component	Signature

Principal Applicant  
 Room No. \_\_\_\_\_  
 Telephone Extension \_\_\_\_\_

0 - C/LSD/OL  
 1 - SSA-DDS

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